



The City of Tempe is seeking a Deputy Community Services Director - Library Services

\$109,882 - \$148,341

Position Information

The Deputy Community Services Director - Library Services is responsible for managing, directing, coordinating and evaluating the programs, policies, materials and services of the Library Services Division. The Library Services Deputy works closely with the Mayor and City Council, City Manager, Tempe Boards and Commissions, partners, employee groups, city departments, and other governmental and non-governmental entities. In addition, the Library Services Deputy will provide executive leadership support to the Library Advisory Board and maintain ongoing, effective communication with its members.

Qualifications

Minimum Qualifications:

Five years of increasingly responsible experience in professional library administrative work in a comprehensive library operation with at least three years of supervisory responsibility.

Education:

A Master's degree in Library Science from an American Library Association accredited college or university.

Opening Date: February 5, 2021

First Review: March 1, 2021

Open until the needs of the City are met.
This position may close at any time.

Selection Criteria

Applicants whose experience and training most closely meet the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued city employment.

How to Apply

Applicants are required to submit a cover letter, resume, application and respond to all supplemental questions.

To apply: tempe.gov/jobs

Questions: Contact [Jessica Love](#), Sr. Human Resources Analyst, at 480-350-8802

Benefits

- Minimum of 14 paid vacation days per year (depending upon length of service)
- 56 hours of executive leave
- 12 paid sick leave days per year
- 12 paid holidays per year
- Health, dental, life and vision care coverage plans
- Up to \$6,000 per year tuition reimbursement
- Arizona State Retirement System (ASRS)

The Community

Tempe is located in the center of the Greater Phoenix Metropolitan Area and covers about 40 square miles. The city, home to more than 185,000 residents and a workforce of more than 158,000, is surrounded by six freeways and is the only Arizona City to have border-to-border light rail. With the distinct identity as an emerging destination city, Tempe boasts all the offerings of a community rich in economics, technology, culture, tourism, and educational resources.

Tempe features a wonderful mix of history and modern urban amenities and respects its heritage while planning for its future. The city still has buildings from the late 1800s in its downtown, and while enjoying dynamic growth, has maintained its unique personality and style through a careful blending of the new with the old.



The nation's most innovative university – Arizona State (ASU) – calls Tempe home, and Tempe Town Lake, to the City's north, provides one of the most popular destinations in the state – second only to the Grand Canyon. Tempe is the spring training home for the Los Angeles Angels of Anaheim, and Downtown Tempe offers a walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment, and an attractive market for entrepreneurial business.

About 40,000 people work in downtown Tempe and around Town Lake for companies such as Carvana, Silicon Valley Bank, State Farm, Amazon, and Chase and tech companies NortonLifelock and Align Technology relocated their global corporate headquarters to Tempe in 2020. Other major employers in the city include ASU, DoorDash, Northern Trust, and Becton Dickinson as well as an electric mix of small and locally-owned businesses.

Tempe is among Arizona's most educated cities with more than 40 percent of its residents age 25 and older having Bachelor's degrees or higher. This lends itself to a creative, smart atmosphere where anything seems possible.

Additional Position Information

The City of Tempe (City) is seeking a visionary and dynamic Deputy Community Services Director of Library Services to assist in leading, developing and administering the Library Services Division (Division). This position provides direction to all areas within Tempe Public Library including Youth, Adult, and Senior services, as well as the Library's Outreach and Marketing, and Collections Management and Materials teams, and provides oversight to the operation of the Library's Business Resource Innovation Center (BRIC). The Deputy Director of Library Services (Deputy) works closely with the Mayor and City Council, the City Manager, Tempe Boards and Commissions, partners, employee groups, City departments and other governmental and non-governmental entities. In addition, the Deputy will provide executive leadership support to the citizen-appointed Library Advisory Board, and maintain ongoing effective communication with its members.



The ideal candidate will recognize the full scope and impact of library services throughout the City of Tempe, and appreciate the value of equity and diversity within the community. They must demonstrate a commitment to the City's values while having the ability to collaborate effectively with multiple sectors and interest groups maintaining strict focus on organizational strategic priorities and division mandates.

Youth and Teen Services

Tempe Public Library's (Library) professional staff serve children from infancy to age 12, and ensure that materials and programs in all formats are geared towards helping parents transition children from "learning to read," to "reading to learn," using Science, Technology, Engineering, Art and Mathematics (S.T.E.A.M.) fundamentals. Programs include interactive story times, parent/child literacy classes, summer reading skills retention, homework help, and computer literacy. The Youth Services area also has its own public computers, as well as a family learning lab.

The Library provides a separate Teen Center space with age-appropriate materials for youth ages 13 to 17. Materials are available in all formats, both in-print and digital. Teens also have access to Wi-Fi, public computers, homework assistance, volunteer opportunities and programs that encourage collaboration and use of math and science skills.

Adult and Senior Services

With a materials collection of more than 279,000 items, the Library provides a robust print and electronic collection including research resources, do-it-yourself help, and recreational and educational materials. Complementing the materials collection is a varied selection of public programs ranging from traditional book clubs to the annual, large-scale events including comic and book festivals. Adults have access to technology classes to help navigate the Internet, find a job or utilize mobile devices and library resources. Seniors have opportunities for learning, recreation and socializing through the Osher Lifelong Learning Institute (O.L.L.I.) classes held in conjunction with the Friends of the Tempe Public Library. With a valid Library card, members of the public may use the computer commons area with free access to the Internet and Microsoft Office 365 professional programs.

Business Resource Innovation Center (B.R.I.C.)

Tempe Public Library houses the City of Tempe's small business incubator space and welcomes entrepreneurs and small business owners to attend classes designed to aid local startups and help owners grow and expand their businesses.

Outreach, Marketing and Digital Materials Use

Staff members are mindful that the brick and mortar Library is not the only way people access resources. The Library's website acts as a virtual branch, allowing users access to the digital collection remotely, 24 hours a day. The website includes links to platforms to download music, books, magazines and audio books with a valid Library card. The site also provides links to online, self-paced classes on hundreds of topics, access to journal articles, and access to authoritative websites. <https://www.tempepubliclibrary.org/>

Outreach involves providing senior, youth and mobile public programs at locations other than the library building. The Tempe Book Bike program provides a mobile library of materials and city resource information that travels the city weekly on a route to regularly connect with veterans, seniors and transient populations. Volunteers in the library's Homebound Program deliver materials to several long-time patrons and chat with them about books and reading.

COVID-19

The COVID-19 pandemic has had a sudden and substantial impact on library services in Tempe. Tempe Public Library is currently open from 9 a.m. to 5 p.m., Monday through Friday, for holds pick-up and self-service checkouts.

For more information specific to Library services, visit:
<https://www.tempepubliclibrary.org/event-calendar/library-closure-updates>.

